

SAN MARCOS PUBLIC LIBRARY

POLICY REGARDING WITHDRAWAL OF LIBRARY PRIVILEGES

The following policy has been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. This policy is to be considered the official position of the library and is to be followed by patrons and staff of the San Marcos Public Library.

A. Cause for withdrawal of privileges.

The privilege of use of the library or its services may be withdrawn for due cause. Such cause may be:

- 1) failure to return books/materials once the library has sent notification that the materials are more than two weeks overdue;
- 2) failure to pay for, or arrange for payment of, lost or damaged books/materials within two weeks after the library has sent a bill for lost or damaged materials;
- 3) failure to observe library policies governing the use of meeting rooms, audiovisual equipment, computers, the Internet, or other special library resources and services;
- 4) use of obscene, abusive, or offensive language toward library staff or library patrons;
- 5) destruction or defacement of library property;
- 6) disturbance of library patrons or staff.

B. Notification and appeals process.

Notice of withdrawal of privileges will be made to any individual giving due cause stating:

- 1) reason for withdrawal of privileges,
- 2) time period for withdrawal of privileges which may be from 15 days to 365 days, and
- 3) and process for appeal of withdrawal.

A person who has had his or her library privileges withdrawn may appeal for reinstatement of privileges by submitting in writing a "Request for Reinstatement of Library Privileges" within 30 days of notice of withdrawal of library privileges. The request will be reviewed by the Library Board in an open public meeting, and their recommendation will be forwarded to the City Manager for a final decision regarding the issue.

Adopted: [1979]

Revised: Feb. 24, 2003

Revised: Sept. 22, 2003